



CIA INTERNAL USE ONLY

OFFICE OF TRAINING

NOTICE
NO. 39-53

14 December 1953

SUBJECT: Classification of Documents

REFERENCES: a. Agency Notice [REDACTED]
b. OTR Notice No. 35-53 dated 4 December 1953

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1. In accordance with provisions of paragraph 3.e.(1) and (2) of Reference a, all OTR Division, Staff, and Branch Chiefs are authorized to classify original documents and will be responsible for the continuing review of classified material for the purpose of de-classifying and down-grading.

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2. In accordance with paragraph 3.e.(3) of Reference a, [REDACTED] is designated Assistant Classification Control Officer for OTR.

3. The CIA Classification Control Officer has prepared a memorandum listing questions and answers concerning the new classification procedures. Copies of his memorandum have been disseminated to Division, Staff, and Branch Chiefs for the guidance of all OTR personnel.

[REDACTED]

MATTHEW BAIRD
Director of Training

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Distribution: All OTR Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.